

Accessible Educational Materials (AEM): The Process

Georgia Department of Education & Center for Inclusive Design and Innovation

Statewide AT Consortia

September 07, 2023



Hi!

Guy, as the Braille Production Manager, leads a dynamic Braille team at CIDI. He also represents CIDI on the board of the Braille Authority of North America.

Mr. Toles manages a department that produces millions of pages of braille per year that reaches the hands of braille readers in almost every state in the U.S. including leisure reading books to advanced level STEM textbooks.

Guy brings over 15 years of braille transcribing experience. He has served on multiple committees for the California Transcribers and Educators of the Blind and Visually Impaired and the National Braille Association including a position on their Board of Directors and as Vice President.

Guy earned a Bachelor's of Business Administration in Marketing from the University of Georgia. He also is certified through the Library of Congress as a Literary and Mathematics Braille Transcriber.

Objectives

- Recap
- What We Learned Thus Far
- GIMC Operations
- AEM
- Goals
- What can you do to assist?
- Questions

Recap

- The Center of Inclusive Design and Innovation (CIDI) is a research and service super center within Georgia Tech's College of Design and located on the western edge of campus.
- The center contains several units with nationally recognized faculty and staff in many of the disability related fields.
- Equipment and technology to produces many of the applicable alternative formats customized for each end-user as well as mass production capacity for many.
 - CATEA in the area of Universal Design
 - AMAC in the areas of Braille, AT, ICT, Etext, Captioning & Described Media
 - [CIDIAccess](#)
 - Tools for Life



GaDOE – CIDI Partnership

- Original Partnership was to assist in
 - Providing AT Training and Technical Assistance services
 - AT/Universal Design for Learning (UDL) Software Program
 - Assistive Technology Lending Library
- 2022 Braille and AEM Services Added
 - Develop sustainable AEM services model based on CIDI's successful national Braille Services model
 - Transitioned operations of the Georgia Instructional Materials Center over to CIDI
 - Increase access and acquisition for students with print-related disabilities within Georgia's K12 system

Increased Access

- Through creating a more sustainable model we would consistently deliver
 - More access to STEM content Braille and AEM that your students need
 - Higher quality and faster turnaround Braille and AEM that your students need
 - TACTILE GRAPHICS



CIDI's National Recognized Team

- CIDI's Braille Unit made us the perfect partner to cover the additional services added to the partnership with vast amounts of knowledge and many years of experience providing braille materials to the blind and visually impaired around the country in all subject matters and print types.



What We Learned Thus Far +

- **Successes**

- Transitioning GIMC operations smoothly without interruption of services.
- Improved timeliness of AEM Delivery
- Provided more STEM Content materials



What We Learned Thus Far -

- **Taking a Step Back To**

- Communicate to the players around the state who is eligible and how to register for access.
- Improving visibility of what AEM and AT is readily available from the repository/library or other resources.
- Providing information regarding what is needed to complete the process efficiently to acquire AEM and AT that isn't readily available and will require a special request
- Improving the online ordering experience to make it easier for you to support your students.



GIMC Operations

- The Georgia Instructional Materials Center within GaDOE's Division for Special Education Services and Supports:
 - Provides accessible educational materials (AEMs)
 - Acts as the clearing house for districts to access quota funded materials APH
 - Much of its operations remain at GAB



Familiar Faces

- Same great team
 - Eddie Burley – Warehouse Supervisor
 - Repository at GAB operations management
 - Customer and technical support for ordering services
 - Justin Harris – Digital Media Accessibility Specialist
 - Repository operations support
 - Large print
 - Census and customer support
 - Yanique Norman – Assistive Technology Support Specialist
 - Customer and technical support
 - Ordering support from APH and quota funds



Two-Two-Two

- Funding to support the center comes from two main sources.
 - IDEAS
 - Federal Quota
- Two types of registrations, two sets of rules for eligibility and two different processes to make requests.
- Two main functions
 - Providing AEM
 - Serving as clearing house for federal quote funding



How Can I Access?

Patrons (YOU): Georgia public and charter school employees serving print impaired students are eligible for GIMC patron accounts. Parents or guardians of home school students, and representatives from private schools serving blind students are also eligible for patron account.

Patron Accounts: Accounts are established, and the District Administrators are contacted once registration is received.

Where/When do Register? GIMC

Complete the required information anytime throughout the year on the “Request account or update existing accounts” form found on the Educators Information and Account Login tab of the GIMC website. <https://patron.gimc.org/imcweb/>.

Can make request for account throughout the year

The screenshot shows a web browser window with the URL patron.gimc.org/imcweb/. The page header features the Georgia Department of Education (GaDOE) logo and the text "Georgia Instructional Materials Center Online Ordering and Student Registration System". Navigation links for "GIMC Home Page" and "Help" are visible. The main content area is titled "Welcome to the Georgia Instructional Materials Center Online System" and contains the following text:

To access the GIMC online system you must login with your User Name and Password.

The GIMC Registration and Ordering System provides access to student educational data for Georgia's K-12 public school students. As a condition of use, each GIMC Registration and Ordering System user must agree to comply with the Family Educational Rights and Privacy Act (FERPA) policies before access is granted. By proceeding to the Login below you are agreeing to protect student identity and abide by FERPA's regulations, click the "I agree" button below. You will then be granted access. Users of the GIMC online system must be authorized by their school district's director of special education services.

Contact the GIMC with this to [Recover User Name Password Link](#).

Use this [Request GIMC Account Link](#) to register as a Patron.

Additional information about the GIMC is available on the Policies and Procedures pages of the GIMC website accessed at the [GIMC Homepage](#).

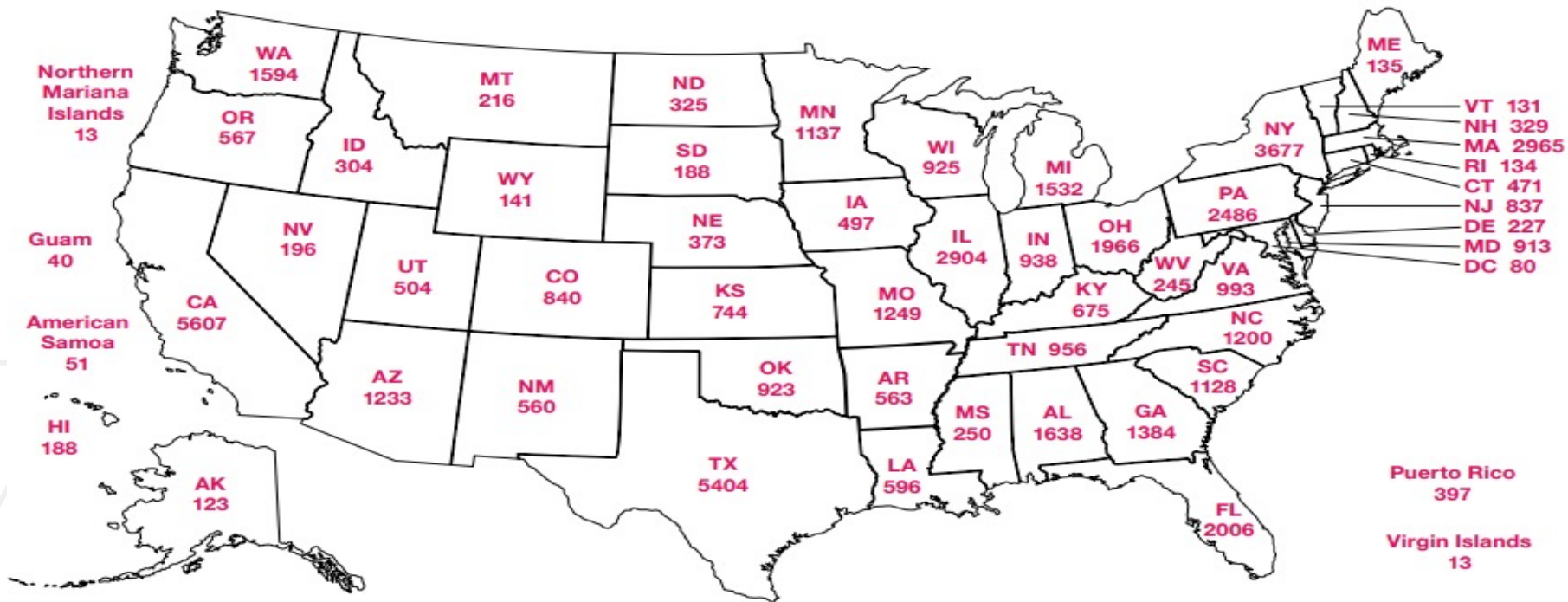
The login section is titled "Login" and includes the following fields and buttons:

- User Name:
- Password:
- I agree: ☐
- Login button

The footer of the page states: ©2023, SyLnx Inc - All Rights Reserved.

Where do I go to Register? Federal Quota

- Requests for account are done at same location but conditional to students being registered in the current fiscal year of APH's annual census.
- The census process begins in January and lasts a couple of months. You will receive communication.
- Once it's time to register a tab on the initial screen after you provide credentials to log into your GIMC Patron account that are labeled Census.



\$26,114,184.03 Total Quota Funds Allocated

55,711 Total Students Registered

Who is eligible? GIMC

Patrons (YOU): Georgia public and charter school employees serving print impaired students are eligible for GIMC patron accounts. Parents or guardians of home school students, and representatives from private schools serving blind students are also eligible for patron account

Students: One who is

- a) is blind;
- b) has a visual impairment or a perceptual or reading disability which cannot be improved to give visual function substantially equivalent to that of a person who has no such impairment or disability and so is unable to read printed works to substantially the same degree as a person without an impairment or disability; or
- c) is otherwise unable, through physical disability, to hold or manipulate a book or to focus or move the eyes to the extent that would be normally acceptable for reading, regardless of any other disabilities.

Who is eligible? Federal Quota

GIMC registered students who meet eligibility criteria are enrolled with APH. Eligible students are those who;

- A. meet the definition of blindness: a visual acuity of 20/200 or less in the better eye with correcting glasses, or the visual field is no greater than 20 degrees or function at the Definition of Blindness: visual performance reduced by brain injury or dysfunction when visual function meets the definition of blindness as determined by an eye care specialist or neurologist
- B. are enrolled in a formally organized public or private, nonprofit educational program of less than college level. (School-aged students must be enrolled with the registering school or agency on the first Monday in January.)
- C. have a consent to release personally identifying information on file at the GIMC.

What does the center offer?

- **Accessible educational materials, or AEM,**
 - Braille
 - Large/Enlarged Print
 - Audio
 - Digital Text
- **Federal Quota Eligible Items from APH**
 - Educational Support Items
 - Vision related Accessible Technology (AT) *
 - Braille production tools, kits and equipment*
 - Software
 - Training
 - AEM

*Many of these items purchased by GaDOE in previous years are available to all registered patrons to request so long as one is available.



Ordering Materials

General Information to Remember

- A. APH annual quota funds can only be spent for students who are counted in the annual APH census the January preceding the upcoming fiscal year.
- B. Items that have been previously acquired from these funding sources but are not in use will be issued to students who otherwise would not qualify for new material purchase using either funding source.
- C. Materials (books and equipment) purchased remain the property of the GIMC and must be returned when no longer needed by the students for who they are requested or transferred through proper procedures. See transfer of materials.

PLEASE RETURN ALL ITEMS TO REPOSITORY AT THE GEORGIA ACADEMY FOR THE BLIND!

Repository/GIMC
Georgia Department of Education
2895 Vineville Ave.
Macon, Georgia 31204

Ordering Books

When a need arises that we can assist you with, start by logging into the system at the same location we provided for registration.

[GaDOE Online Ordering and Student Registration System](#)

- To search the for materials patrons must use the following protocol.
 - Textbooks: Search by ISBN.

NOTE: If a national version is listed it is compatible with the GA edition. Order the national version

- Supplemental Text: Search by Book Title
NOT ISBN



Ordering Equipment & Supplies

- Equipment and Supplies: Search by APH catalog number.
- Any items that has been previously ordered and is available can be issued to nonregistered students on a first come first serve basis. No equipment will be purchased for students who are not counted in the previous year's census. Equipment and supplies will be ordered based on available funding.



Access Technology

- Some popular items available in repository or federal quota funding eligible at APH are:
 - Low Vision
 - [Jupiter Portable Magnifier](#)
 - [MATT Connect V2.1](#)
 - Braille Teaching and Writing Devices
 - [Mantis Q40](#)
 - [Polly](#)
 - [Chameleon 20](#)
 - Braille Production
 - [APH Light-Touch Perkins Brailier](#)
 - [Page Blaster](#)
 - [Pix Blaster](#)
 - Software
 - [Jaws – Zoom Text](#)

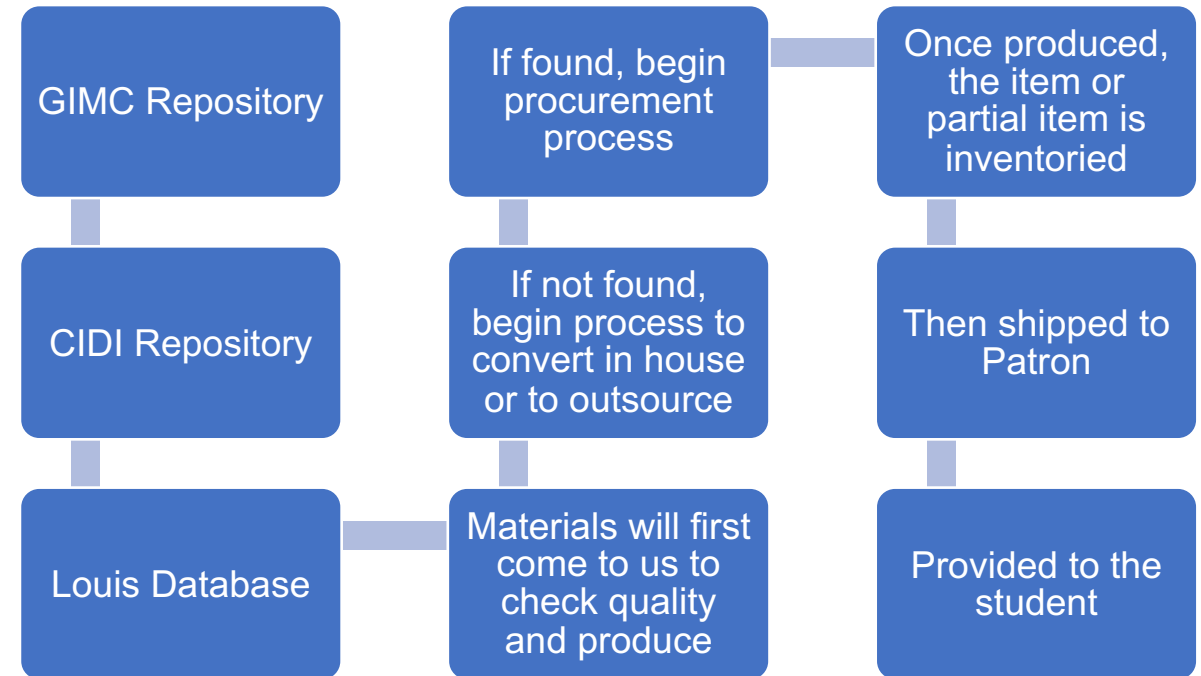


Special Requests

- Patrons are prompted to create a special request if an item is not currently indexed (available in our repository).
- A notification will be sent via email to the patron once the request is processed.
- Patrons should do their very best to obtain and send a new print copy.
- Special requests for braille should also include a brief outline indicating any sections that will be covered out of numerical order and an estimated timeline each section will be covered in class.

Internal Process

- We will determine if the material should be purchased or created in the case of braille, enlarged or large print.
- Team checks various resources to determine if the format has already been produced before beginning the process to create new.
- If book is found at any step in the process depicted to the right, then we start the process to produce (CIDI) or purchase if done by another vendor.
- Large print not indexed is located through the Louis Database and purchased from external vendor when available.
 - If not available, Enlarged print is produced internally to fill request



Don't forget about these resources

- [Bookshare](#)
- [NIMAC](#)
- [Tools for Life \(gatech.edu\)](#)
- [GIMC FAQ's](#)
- [APH Hive](#)
- [CIDlaccess](#)

Goals for 2024

- Have a new internal applications modeled after CIDI's proven interface for order tracking, on demand service delivery and reporting tested, finalized and actively using it by end of year..
- Add CIDI produced etext to service offerings.
- Look at ways our team can support some of your training needs.

Take Advantage of the Resource

- Register and enter requests!
- Please be on lookout for opportunities to take a survey or test beta version of online ordering system!
- Let us support you and your students!
- Come see us at GVEST!

Contact Us!

To register as a patron or your student and to place requests please continue to utilize GaDOE's Online Ordering and Student Registration System at

- patron.gimc.org/imcweb/

For AEM Inquiries or assistance using online system:

- Please contact our CIDI-GA K12 Team by calling:
 - **404-894-6874** for questions related to APH orders
 - **478-751-6083 ext. 1144 or 1145** for all other inquiries
- or by sending an email to:
 - cidi-gak12@design.gatech.edu

Questions & Answers

CIDI appreciates your time!

